

Busta 1:

Il candidato illustri i seguenti argomenti:

1. La nomina e le competenze del Segretario comunale.
2. La protezione dei dati personali.
3. I differenti tipi di pareri e visti apposti sugli atti del Comune.

Prova di lingua inglese. Il candidato proceda alla lettura e traduzione della parte evidenziata in grassetto:

A great summer vacation

I just returned from the greatest summer vacation! It was so fantastic, I never wanted it to end. I spent eight days in Paris, France. My best friends, Henry and Steve, went with me. We had a beautiful hotel room in the Latin Quarter, and it wasn't even expensive. We had a balcony with a wonderful view.

We visited many famous tourist places. My favorite was the Louvre, a well-known museum. I was always interested in art, so that was a special treat for me. The museum is so huge, you could spend weeks there. Henry got tired walking around the museum and said "Enough! I need to take a break and rest."

Busta 2:

Il candidato illustri i seguenti argomenti:

1. Il diritto d'accesso ai sensi della L. n.241/1990.
2. Le deliberazioni comunali e la loro efficacia.
3. Cause di cessazione dalla carica di Sindaco e conseguenze.

Prova di lingua inglese. Il candidato proceda alla lettura e traduzione della parte evidenziata in grassetto:

At school

Lucas goes to school every day of the week. He has many subjects to go to each school day: English, art, science, mathematics, gym, and history. His mother packs a big backpack full of books and lunch for Lucas.

His first class is English, and he likes that teacher very much. His English teacher says that he is a good pupil.

His next class is art. He draws on paper with crayons and pencils and sometimes uses a ruler. Lucas likes art. It is his favorite class.

His third class is science. This class is very hard for Lucas to figure out, but he gets to work with his classmates a lot, which he likes to do. His friend, Kyle, works with Lucas in science class, and they have fun.

Busta 3:

Il candidato illustri i seguenti argomenti:

1. Le determinazioni dei Responsabili di servizio.
2. L'Ufficio relazioni pubbliche (URP) normativa di riferimento e competenze.
3. Il Documento Unico di Programmazione (DUP).

Prova di lingua inglese. Il candidato proceda alla lettura e traduzione della parte evidenziata in grassetto:

Letter to a Friend

Hi, Fred!

It's been a while since we have been in touch. How has your semester been?

I wanted to send you an email update to you let you know how things have been going during my semester abroad here in Málaga, Spain. I've already been here for six weeks, and I feel like I am finally adapting to the culture. I'm also speaking the language more fluently.

I arrived during the first week of September. The weather has been very nice. Even though it's October, it's still rather sunny and warm. In fact, I went to the beach and swam in the Mediterranean Sea earlier today.

I am living with a very welcoming host family. I have my own private bedroom, but we eat breakfast, lunch, and dinner together. On Sundays, we eat a big home-cooked paella for lunch. In Spain, lunch is usually the biggest meal of the day. It's also very common for the people to take a midday nap right after a big meal. I am actually just waking up from my nap right now!

Busta 4:

Il candidato illustri i seguenti argomenti:

- I decreti e le ordinanze del Sindaco.
- I diritti dei pubblici dipendenti.
- Gli obblighi di trasparenza da parte della Pubblica Amministrazione: "l'Amministrazione Trasparente"

Prova di lingua inglese. Il candidato proceda alla lettura e traduzione della parte evidenziata in grassetto:

The pet store

George is at the pet store, looking at what kind of pet he might want to get for his birthday. George asked if he could have a horse, but his parents said no because horses are too big.

First, he sees dogs and cats. Baby dogs are called puppies. Baby cats are called kittens. George likes them because they are easy to take care of and can play a lot, but they will get bigger. George wants a small pet.

Then George sees animals that have to live in a cage. He sees rabbits, guinea pigs, and mice. He likes these animals because they are small. Birds live in cages too. George sees a parrot and a canary. He likes them all, but he doesn't want to clean the cage.

Busta 5:

Il candidato illustri i seguenti argomenti:

- Le competenze del Sindaco e la procedura di elezione nei Comuni con popolazione inferiore ai 15.000 abitanti
- Le responsabilità dei pubblici dipendenti.
- Funzioni degli organi politici e funzioni gestionali: differenze.

Prova di lingua inglese. Il candidato proceda alla lettura e traduzione della parte evidenziata in grassetto:

My morning routine

My name is Bob. Each day I drive my kids to school. My daughter goes to a school that's far from our house. It takes 30 minutes to get there. Then I drive my son to his school. It's close to my job. My daughter is in the sixth grade and my son is in the second. They are both good students. My daughter usually sings her favorite songs while I drive. My son usually sleeps.

I arrive at the office at 8:30 AM. I say good morning to all my workmates then I get a big cup of hot coffee. I turn on my computer and read my email. Some days I have a lot to read. Soon I need another cup of coffee.

Busta 6:

Il candidato illustri i seguenti argomenti:

- I compiti del Responsabile della prevenzione della corruzione e della trasparenza ai sensi della Legge n.190/2012.
- I doveri dei pubblici dipendenti.
- Il Comune: definizione e competenze.

Prova di lingua inglese. Il candidato proceda alla lettura e traduzione della parte evidenziata in grassetto:

My family at home

My family lives in a small house. It's simple but pretty. It has a large garden. I like to work in the garden but my sister hates to work in the garden. She prefers to read. She reads in the morning, in the afternoon and at night.

I give all of the vegetables to mom and dad. They like to cook in our small kitchen. I eat any vegetable but my sister eats only a few.

My family always eats breakfast and dinner together. We talk. We laugh. Then my sister washes the dishes.

At night dad likes to listen to music. Mom works on the computer. I watch television. And my sister reads.

Soon we go to bed. My parents go to bed late but my sister and I go to bed early. I'm ready to go to sleep but my sister wants to keep reading.

Busta 7:

Il candidato illustri i seguenti argomenti:

- La procedura di elezione e le competenze del Consiglio comunale.
- La potestà regolamentare negli enti locali, il Regolamento di organizzazione degli uffici e dei servizi in particolare.
- Gli atti degli organi collegiali e monocratici nel Comune.

Prova di lingua inglese. Il candidato proceda alla lettura e traduzione della parte evidenziata in grassetto:

Doctor Klein

Doctor Klein: Good morning, Cecilia, how are you feeling today?

Cecilia: I do not feel very well, Doctor Klein. I hope that you can treat my illness.

Doctor Klein: I'm sorry that you feel very sick. Tell me some of your symptoms so that I can give you a proper diagnosis.

Cecilia: I have not felt well since yesterday afternoon. The symptoms began with a headache and a gradual sore throat. I drank tea with lemon and honey, and I went to bed early. However, I am extremely exhausted, and I don't feel any better today.

Doctor Klein: I have seen these symptoms recently in some of my other patients. I'll check your temperature and examine your throat in order to give you a proper diagnosis.

Cecilia: Thank you, Doctor.

Busta 8:

Il candidato illustri i seguenti argomenti:

- Le funzioni del Sindaco nella veste di Ufficiale di governo.
- Il Codice di comportamento dei pubblici dipendenti.
- Il Piano triennale di Prevenzione della Corruzione e per la Trasparenza ai sensi della L. n.190/2012.

Prova di lingua inglese. Il candidato proceda alla lettura e traduzione della parte evidenziata in grassetto:

The city where I live

My name is Clark, and I will tell you about my city.

I live in an apartment. In my city, there is a post office where people mail letters. On Monday, I go to work. I work at the post office. Everyone shops for food at the grocery store. They also eat at the restaurant. The restaurant serves pizza and ice cream.

My friends and I go to the park. We like to play soccer at the park. On Fridays, we go to the cinema to see a movie. Children don't go to school on the weekend. Each day, people go to the hospital when they are sick. The doctors and nurses take care of them. The police keep everyone safe. I am happy to live in my city.

Busta 9:

Il candidato illustri i seguenti argomenti:

- La nomina e le competenze dei Responsabili degli uffici e dei servizi.
- Lo Statuto comunale.
- Il procedimento amministrativo, il candidato si soffermi in particolare sulla fase della conclusione.

Prova di lingua inglese. Il candidato proceda alla lettura e traduzione della parte evidenziata in grassetto:

Going to a restaurant

Sandra and Paul are at a steak restaurant. A waiter greets them.

"Do you know what you would like to drink?" the waiter asks.

"Water and orange juice," Sandra says.

"Thank you. Here are your menus," the waiter says.

The waiter brings water for Paul and orange juice for Sandra.

"What would you like to order?" the waiter asks.

"I would like a 12-ounce steak and mashed potatoes," Paul says.

"The same thing, but with green beans," Sandra says.

"And two orders of garlic bread," Paul says.

"Great. You should have it in soon," the waiter says.

Busta 10:

Il candidato illustri i seguenti argomenti:

- La nomina e le competenze della Giunta comunale.
- Il Piano Esecutivo di Gestione (P.E.G.).
- Gli obblighi di trasparenza da parte della Pubblica Amministrazione.

Prova di lingua inglese. Il candidato proceda alla lettura e traduzione della parte evidenziata in grassetto:

Going to the Supermarket

Martha is at the grocery store, getting ready for a house party. She has a list of what she needs with her as she goes along. The first section she comes has produce.

Martha sees apples, bananas, cherries, grapes, and strawberries. She checks her list:

- 6 apples
- 1 bag of cherries
- 1 bag of grapes
- 2 cartons of strawberries

Martha gets her items and looks the bananas. They are on sale for much cheaper than they are normally. She picks 3 bananas. Next are vegetables. She sees potatoes, carrots, tomatoes, onions, mushrooms, and salad in bags. She checks her list:

- 5 pounds of potatoes
- 6 carrots
- 4 tomatoes
- 2 onions
- 4 mushrooms.